

## CHAPTER TWO

COMMANDER, NAVY REGION, MID-ATLANTIC  
(COMNAVREG MIDLANT)

201. COMNAVREG MIDLANT MISSION. COMNAVREG MIDLANT is an echelon III commander, subordinate to Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT). Reference (i) approved the following mission to COMNAVREG MIDLANT:

"To perform military command of assigned shore activities; to coordinate the provision of shore activity support to the operating forces of the Navy, other naval activities and tenant commands; to sustain the provision of specified funding, personnel and facilities support to assigned shore activities; to assess and evaluate installation management functions, quality of products, services and readiness of assigned shore activities, and to perform such other functions and tasks as may be assigned by higher authority."

201.1 MISSION ELEMENTS

a. The COMNAVREG MIDLANT mission has four elements:

- (1) COMNAVREG MIDLANT command
- (2) Senior Officer Present Afloat (SOPA) (Admin)
- (3) Regional Area Coordinator (RAC)
- (4) Provide Base Operating Support (BOS) operations in assigned Area of Responsibility (AOR)

b. Mission Elements Defined.

- (1) COMNAVREG MIDLANT Command. Exercise command of:
  - (a) Naval Station (NAVSTA), Norfolk
  - (b) Naval Air Station (NAS), Oceana
  - (c) Naval Amphibious Base (NAVPHIBASE), Little Creek
  - (d) Naval Weapons Station (WPNSTA), Yorktown
  - (e) Headquarters Support Activity, U.S. Atlantic Fleet (LANTFLT HEDSUPPACT)

- (f) Atlantic Ordnance Command (LANTORDCOM)
- (g) Human Resources Office (HRO), Norfolk
- (h) Navy Public Works Center (PWC), Norfolk
- (i) Naval Medical Center (NAVMEDCEN), Portsmouth  
(as Responsible Line Commander (RLC))
- (j) Naval Dental Center (NAVDENCEN), Mid-Atlantic  
(as RLC)
- (k) Naval Support Activity, Mechanicsburg
- (l) Fleet and Industrial Supply Center (FISC),  
Norfolk (ADDU as PM)
- (m) Norfolk Naval Shipyard (NAVSHIPYD), Portsmouth  
(ADDU as IC)
- (n) Naval Computer and Telecommunications Area  
Master Station, Atlantic (NCTAMS LANT) (ADDU as  
PM)
- (o) NAS Keflavik, Iceland
- (p) HRO Mechanicsburg

Note: Additional BOS functional realignments as the result of follow-on phases of the Installation Claimant Consolidation may modify the commands and BOS operations reporting to COMNAVREG MIDLANT.

(2) SOPA (ADMIN). Exercise responsibilities as directed by CINCLANTFLT as SOPA (ADMIN), Hampton Roads, Virginia.

(3) Regional Area Coordinator. Exercise Regional Area Coordination responsibilities over naval shore activities within the region designated by CINCLANTFLT as Area Coordinator. Current regional area of responsibility includes the five-state region of Virginia, West Virginia, Maryland, Pennsylvania and Delaware, less those areas assigned to Naval District Washington (the Washington Capital Region) for all functions except environmental. COMNAVREG MIDLANT is the Regional Environmental Coordinator for the five-state area described above, which includes the Washington Capital Region.

(4) Provide BOS service delivery in the assigned Area of Responsibility (AOR). As directed by higher authority: organize, coordinate and deliver BOS services in the AOR in the most efficient and effective manner. This will be accomplished through delegated responsibilities to subordinate Hampton Roads Regional PMs and ICs, further defined in this instruction.

202. FUNCTIONS AND TASKS. The following is a summary of functions and tasks assigned to COMNAVREG MIDLANT by Commander in Chief, U.S. Atlantic Fleet in CINCLANTFLTINST 5450 series and other tasking directives.

- . Command Subordinates
- . SOPA (ADMIN) Hampton Roads, Virginia
- . Regional Area Coordinator for Mid-Atlantic Region
- . Responsible Line Commander (RLC) for assigned Medical Centers, Dental Centers and Public Works Centers
- . Coordinate and provide support to USN Operating Forces
- . Sponsor Armed Forces Disciplinary Control Board
- . Coordinate and provide Regional Casualty Assistance and Funeral Honors for the Mid-Atlantic Region
- . Prescribe Navy Uniforms for the Mid-Atlantic Region
- . Conduct Echelon 3/Regional Legal Services
- . Prepare, Execute Destructive Weather Evacuation (WEAX) Plan
- . Regional Environmental Program Manager
- . Regional Environmental Coordinator for EPA Region 3
- . Resource Manager (Fiscal and Manpower) for assigned activities
- . Conduct Commercial Activities/outsourcing operations
- . Operate regional business office
- . Act as residual funds administrator for closed CINCLANTFLT shore activities.

Coordinate Religious Ministry for assigned activities

- . Conduct Personal Awards Program
- . Operate Regional Reserve Mobilization Processing Site
- . Act as Navy On-Scene Coordinator for Accidents/Incidents
- . Act as Regional Disaster Preparedness Planning and Coordination with civil authorities and area military commands
- . Coordinate Nuclear Service Response Force (NSRF) actions
- . Maintain Regional Base Master Plans and conduct regional facilities planning and programming coordination
- . Act as Navy Regional Planning Agent (RPA) for Mid-Atlantic Region (Assigned 5-state region plus the District of Columbia)
- . Manage Class I and Class II property in the region.
- . Act as Navy representative and coordinate transportation and transshipment plans and actions with state and federal agencies

- within the Mid-Atlantic region
- . Conduct Public Affairs Program
- . Operate a Naval Museum
- . Coordinate regional Community Service programs, including Personal Excellence Partnerships
- . Conduct Regional Quality of Life Boards
- . Conduct/coordinate military retention programs
- . Coordinate/evaluate Military Equal Opportunity Program
- . Provide Inspector General investigative services
- . Conduct command inspection program
- . Coordinate regional Foreign Ship Visits
- . Coordinate regional "Open Skies" Treaty actions
- . Perform as Board Authority for Service Craft and Boat Accounting Report (SABAR) for the region
- . Coordinate regional Family Advocacy Program
- . Perform administrative and management support services, including information dissemination, administrative policy and personnel/information security guidance in support of command operations
- . Perform military/civilian personnel administrative services
- . Conduct/coordinate Safety programs at assigned activities
- . Administer regional Morale, Welfare and Recreation (MWR) program
- . Serve as regional Information Technology point of contact
- . Coordinate/conduct security support services in the region
- . Provide regional supply services
- . Promulgate Mission, Functions and Tasks for subordinates
- . Provide consolidated Comptroller/Manpower Management functions for assigned subordinates within the Mid-Atlantic Region

These functions and tasks will be performed by the COMNAVREG MIDLANT staff, subordinate regional Program Managers and/or Installation Commanders, as directed by COMNAVREG MIDLANT.

203. INTERNAL ORGANIZATION AND RELATIONSHIPS. The organization of the COMNAVREG MIDLANT staff is identified in Appendix (1). COMNAVREG MIDLANT is flag command, with a Navy Captain (O-6) Chief of Staff. The staff is organized into traditional departments and special assistants, comprised of permanently assigned active duty and reserve military and civilian personnel, who provide advice and technical support to the Regional Commander and execute specific functions as assigned.

203.1 DUTIES, RESPONSIBILITIES AND AUTHORITY OF REGIONAL STAFF:

a. Regional Commander: Flag Officer in command of Mid-Atlantic Region operations. Court Martial/Non-Judicial Punishment review authority. First flag in chain of command functions. Immediate Superior in Command for assigned Installation Commands and functional Program Managers. Reporting senior for assigned commanding officers. Oversee, manage and maintain accountability for all Mid-Atlantic regional operations. Responsible for the effectiveness, efficiency and delivery of shore service to the fleet and tenant commands. Class I and II property owner. Resource manager for assigned shore commands. Sets priorities within the Mid-Atlantic Region (assigned CINCLANTFLT shore stations) for resource distribution. Coordinates issues/concerns across the region for identification to higher authority for assistance/resolution. Mayoral functions in support of community interaction with local, state and federal government officials, agencies. Serve as Regional Environmental Coordinator and environmental permit holder. Perform responsibilities as Navy coordinator for cross-claimancy, agency, and military issues. Act as DoD Coordinator for the Chesapeake Bay Initiative. Perform additional duties across 5-state Mid-Atlantic region as assigned by CINCLANTFLT. Perform duties assigned as Senior Officer Present Afloat (Administration) (SOPA (ADMIN) Hampton Roads.

b. Chief of Staff: Responsible, under the Regional Commander, for the effective operation and administration of the regional command staff. Assists the Commander, as his direct representative, in coordinating/resolving issues across Program Manager/Installation Commander lines to ensure effectiveness of service delivery and support to station, functional commands, tenants, host populations and Navy family within assigned region. Recommends to the Commander effective resource distribution across the region. Responsible as the primary action officer for the Regional Commander. Coordinates staff activities, installation commander/program manager issues, and oversees operations of the regional Executive Steering Committee.

c. Director, Business Operations: Responsible under the Regional Commander for effective resources distribution across the region and staff. Reviews all functional processes for delivery of base operating support (BOS) by Program Managers. Responsible for monitoring performance of BOS by PMs against performance standards developed by the PMs and approved by the ESC. Responsible for assisting PMs in developing performance metrics to be used to measure PM performance. Assists PMs with process improvement reengineering and planning. Recommends to

the Commander funding priorities and adjustments to BOS functional program and processes based on measurement against standards. Acts for the Regional Commander as the primary interface with the private business community. Responsible for public-private ventures and outsourcing initiatives within the region. Coordinates activities across staff, installation and PM lines to achieve maximum economy and efficiency of operations in implementing ICC and regionalization. The Regional Comptroller/Director of the Regional Resources Service Office (RRSO) serves as Deputy Director, Business Operations.

d. Regional Command Staff: Advisors, technical experts, functional managers, and command staff personnel supporting the Commander/Chief of Staff in managing the operations and administration of the Mid-Atlantic Region command structure. Includes those functions delegated or directed by higher authority necessary to perform operations intrinsic to supporting a flag regional command staff. The regional command staff includes department heads, administrative support operations, and other personnel assigned to the Mid-Atlantic command staff who directly support the internal management and operations of the staff.

e. Regional Functional Staff: Special advisors, technical experts and program managers providing planning, oversight, recommendations and monitoring execution of staff and subordinate activity functions and tasks, in support of regional and higher authority policies and direction. Regional functional staff coordinates activities and advises subordinate commands in the execution and management of specific responsibilities in support of regional direction and objectives. These regional/command functional experts and advisors include:

(1) Regional Comptroller/Director Regional Resources Services Office (RRSO) - Serves as principal financial and manpower resource advisor to the Regional Commander and subordinate Commanding Officers. Regional financial program manager for all matters relating to financial and manpower resource management for all COMNAVREG MIDLANT commands within the Hampton Roads region. Serves as Comptroller for the Mid-Atlantic Region, providing consolidated comptroller/manpower resource management services, policy and guidance for assigned Installation Commanders and Program Managers. In this capacity, acts as the Comptroller and manpower resource manager for all assigned Installation Commanders and Program Managers. Serves as Deputy Director, Business Operations.

(2) Regional Command Master Chief - Principal advisor to COMNAVREG MIDLANT on all matters pertaining to military personnel assigned to the region and the command. Recommends uniform policy for Mid-Atlantic Region. Coordinates and provides regional training and professional development for subordinate Command Master Chiefs.

(3) Regional Public Affairs Officer - Special advisor to COMNAVREG MIDLANT. Coordinates training, policy, public affairs planning, regional public affairs events, and monitors program execution. Manages regional Naval Museum and newspaper.

(4) Regional Inspector General - Reports to COMNAVREG MIDLANT. Investigates all DOD/Navy Hotline complaints for MIDLANT region. Prepares/Coordinates responses to congressional inquiries for COMNAVREG MIDLANT. Performs audit liaison & follow-up. Manages Command Inspection Program and coordinates Management Control Program regionally.

(5) Regional Chaplain - Special advisor to COMNAVREG MIDLANT. Coordinates training, policy, planning, program activities across the region, and monitors program execution.

(6) Regional Staff Judge Advocate - Special advisor to COMNAVREG MIDLANT and COMNAVREG MIDLANT ESC. Coordinates with subordinate Judge Advocates and legal officers, the Office of the Judge Advocate General, and the Office of General Counsel to ensure provision of legal services as required by 10 USC 806, 10 USC 5148, SECNAVINST 5430.27A, and SECNAVINST 5430.25D. Ensures regional consistency in policies and procedures for legal services and training, in the planning and execution of regional issues, and otherwise monitors execution of legal program as directed by the Regional Commander.

(7) Regional Disaster Preparedness Coordinator - Develops, exercises and executes regional disaster preparedness plans and assigns responsibilities to meet natural or civil disasters within the Hampton Roads region. Responsible for Disaster Preparedness coordination and liaison with state governments, other federal and local agencies, and individual Naval commands within the Mid-Atlantic Region of disaster preparation planning. Monitors approved disaster response actions and assesses capabilities within the region. Coordinates with installation staffs to ensure coordinated plans, timely response, proper execution, staffing, and support for regional disaster requirements. Performs functions as

necessary to fulfill the Regional Commander's designated responsibilities as Regional Planning Agent for the 5-state Mid-Atlantic Region and the District of Columbia (OPNAVINST 3440.16C refers). Ensures all plans are integrated into cohesive whole for the local Hampton Roads area and larger five-state Mid-Atlantic Region.

(8) Regional Casualty Assistance Calls Officer (CACO)/Regional Funeral Honors Program Manager - Develops plans, procedures and practices for required notification of next of kin, family support, and provision of funeral honors. Administers, manages and executes CACO/Funeral honors functions within the Mid-Atlantic Region. Coordinates and manages program to meet higher authority directed requirements. Trains assists, coordinates and assigns CACO personnel within the region. Manages the Funeral Honors Guard for the region; coordinates and directs all Funeral Honors Support Guard duties.

(9) Awards Processing - Establishes policy, standards, procedures, training for staff and subordinate awards processing. Screens/recommends all awards from staff and subordinates for flag officer personal award or endorsement.

(10) Regional Community Service Program Coordinator - Serves as the Navy point of contact for community outreach initiatives, including Navy Personal Excellence Partnership Program (educational partnerships), for units based within the Mid-Atlantic Region. Responsible for partnership development, monitoring, and program recruitment. Coordinates regional community service awards program.

(11) Regional Operations/Plans/Contingencies - Supports COMNAVREG MIDLANT in executing assigned responsibilities as Navy Regional Planning Agent, Navy Reserve Military Processing Site Local Area Coordinator (LACMOB), Service Craft and Boat Accounting Report (SABAR) board authority, and Senior Officer Present Afloat (SOPA) (Administrative), Hampton Roads. Responsibilities include, but are not limited to, coordination of contingency operations, disaster preparedness and recovery operations, mobilization of reserves, foreign ship visits, SOPA (Admin) assignments and manuals, SABAR board authority reporting and actions, and nuclear weapons incident recovery.